

**VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, MARCH 30, 2015**  
**SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

The March 30, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 2:09 P.M.

**Present:** President Lienau and Trustees John Clove, Shane Solomon, Pat Duffy, Scott Baker, Kathy Enquist, and Nora Zacek.

**Staff Members:** Village Administrator Zeke Jackson, Finance Director Juliana Neuman and Assistant Administrator Janal Suppanz.

**Others:** Laddie Chapman, Ron Kane, Keith Garot, Stan Wilson, John Bacon and Sheena Zielke.

**Approval of the Agenda and Minutes as published:**

Zacek pointed out that a typo. had been made on the Agenda for this meeting. (The meeting was being conducted on *Monday*, March 30, 2015; not Tuesday.)

*A motion was made by Zacek, seconded by Baker that the Agenda for the March 30, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as amended. Motion carried – All ayes.*

*A motion was made by Clove, seconded by Baker that the minutes for the January 27, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.*

*A motion was made by Baker, seconded by Clove that the minutes for the February 24, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.*

**Comments and correspondence:**

Lienau noted that no new correspondence had been received, and asked if anyone wished to comment regarding a non-agenda item. Shena Zielke explained that she and her family will be leasing the Village View Motel from James Kendrick during the upcoming season and will be living in that building. The front of the building and the porch at the Village View Motel were damaged when work was done on the Line Burial Project, and wires are hanging out of the ground. Zielke would like the damage to be repaired ASAP as it is quite unsightly, but is also very concerned that her young son will become injured on the Village View grounds. Jackson noted that the landscaping on the Village View property will not be cleaned up until all the work is completed on the Line Burial Project, but stated that he will contact the contractor working on the project and request that the previously mentioned repairs be made ASAP. For the time being Zielke was asked to rope off the areas which were damaged.

**Item No. 1. Presentation by John Bacon of the Grand Traverse Islands National Lakeshore Campaign; and consider a motion to discuss and to take action if appropriate:**

John Bacon appeared on behalf of the Friends of the Grand Traverse Islands. That group would like to establish a National Lakeshore with the Grand Traverse Islands as its focal point, and is

1 suggesting that Congress pass legislation requesting that the National Park Service conduct a  
2 Special Resource Study, (SRS), of the proposed lakeshore and take appropriate action. Bacon  
3 requested that the Village Board lend its voice to this movement by writing a letter of support. A  
4 copy of a letter of support which was sent by John Lowry, the Chair of the Town of Liberty  
5 Grove, was included in the meeting packets.

6  
7 **Item No. 2. Consider a motion to accept the recommendations of the Finance Committee and**  
8 **the Plan Commission and consider adoption of Resolution No. 308 approving a Development**  
9 **Agreement for the Stony Ridge Development Project:**

10 **Item No. 3. Consider a motion to approve Resolution No. 307, which authorizes borrowing in**  
11 **the amount of \$530,000 to fund improvements as outlined under the terms of the Stony Ridge**  
12 **Development Agreement:**

13 Keith Garot has already developed several acres in the area west of STH 57, and that  
14 development was named Stony Ridge Condominiums. Garot would now like to expand his  
15 development. The Stony Ridge Expansion Project will include multi-family homes, condos,  
16 single family homes and storage structures on eighteen lots, and the new buildings will have a  
17 total assessed value of approximately \$5,075,000. A draft of a proposed Development  
18 Agreement as well as a site plan were included in the meeting packets, and the Board members  
19 jointly reviewed that documentation. The Development Agreement provides for a loan to Garot  
20 in the amount of \$530,000 to cover infrastructure improvements, and the Village's Finance  
21 Committee as well as the Plan Commission have recommended that Resolution No. 307 and  
22 Resolution No. 308 be approved. Garot has also arranged for financing through the Bank of  
23 Luxemburg, and the closing on that loan is scheduled for tomorrow.

24  
25 *A motion was made by Duffy, seconded by Clove that the Village Board accepts the*  
26 *recommendation of the Plan Commission and Finance Committee and passes and adopts*  
27 *Resolution No. 308, which approves a Development Agreement for the Stony Ridge Expansion*  
28 *Project as presented. Motion carried – All ayes.*

29  
30 *A motion was made by Duffy, seconded by Clove that the Village Board accepts the*  
31 *recommendation of the Plan Commission and Finance Committee and passes and adopts*  
32 *Resolution No. 307, which authorizes borrowing in the amount of \$530,000 to fund*  
33 *improvements as outlined under the terms of the Stony Ridge Development Agreement. Motion*  
34 *carried – All ayes.*

35  
36 *A brief recess was taken at 2:46 P.M. and the Board reconvened at 2:55 P.M.*

37  
38 **Item No. 5. Consider a motion to convene into closed session pursuant to Wis. Stats.,**  
39 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**  
40 **public funds, or conduct other specified public business, whenever competitive or bargaining**  
41 **reasons require a closed session:**

42 *At 2:58 P.M. a motion was made by Lienau, seconded by Zacek that the Village Board convene*  
43 *into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase*  
44 *of public properties, the investment of public funds, or conduct other specified public business,*  
45 *whenever competitive or bargaining reasons require a closed session. A roll call vote was taken*  
46 *on the motion and the Board members voted in the following fashion:*

47  
48 *Baker – Aye; Clove – Aye; Duffy – Aye;*  
49 *Lienau – Aye; Solomon – Aye; Enquist – Aye;*  
50 *Zacek – Aye.*

1 *Motion carried.*

2  
3 **Item No. 6. Consider a motion to reconvene into Open Session:**

4 *At 3:18 P.M. a motion was made by Lienau seconded by Baker that the Board reconvene into*  
5 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*  
6 *the following fashion:*

7  
8 *Baker – Aye; Clove – Aye; Duffy – Aye;*  
9 *Lienau – Aye; Solomon – Aye; Enquist – Aye;*  
10 *Zacek – Aye.*

11 *Motion carried.*

12  
13 **Item No. 7. Consider a motion to take action, if required:**

14 **Item No. 8. Consider a motion to adopt Resolution No. 309 authorizing the purchase of the**  
15 **Braun Property – Parcel Nos. 181-42-10012 and 282-42-10013:**

16 **Item No. 9. Consider a motion to accept the sum of \$219,750 from the DOT to set aside a**  
17 **part of the Braun Property purchase for a new parking lot, and authorize staff to borrow to**  
18 **finance the purchase of the Braun property:**

19 *The Village Board has adopted a Redevelopment Plan for the downtown area. To date staff*  
20 *members have worked to develop all four of the properties identified in the plan, and two of*  
21 *the four areas which were identified have been addressed. The Braun property represents the*  
22 *third and fourth areas identified in the Redevelopment Plan. The 6(f) conversion of .11 acres of*  
23 *Waterfront Park has resulted in the need to expend State funds which were designated to*  
24 *replace land lost in the park, and the recommendation is being made that the Village purchase*  
25 *that property.*

26  
27 *A motion was made by Clove, seconded by Baker that the Village Board passes and adopts*  
28 *Resolution No. 309, which authorizes Village staff members to purchase Parcel No. 181-42-*  
29 *10013 and Parcel No. 181-42-10012, which are commonly referred to as the Braun Property.*  
30 *Motion carried – All ayes.*

31  
32 *A motion was made by Clove, seconded by Baker that the Village Board accepts at least*  
33 *\$219,750 from the Wisconsin Department of Transportation for 6(f) land*  
34 *conversion/replacement, and authorizes staff to borrow a sufficient amount of money to*  
35 *purchase the Braun property. Motion carried – All ayes.*

36  
37 **Item No. 10. Consider a motion to adopt Resolution No. 310, authorizing the sale of a portion**  
38 **of the Braun parcel:**

39 *A motion was made by Solomon seconded by Zacek that the Village Board passes and adopts*  
40 *Resolution No. 310, which states that the Village Board accepts Al and Tara Gokey's Offer To*  
41 *Purchase a portion of the Braun property for \$625,000. The acceptance of that Offer To*  
42 *Purchase shall be contingent upon establishment of an escrow account in the amount of*  
43 *\$40,000. Motion carried – All ayes.*

44  
45 **Item No. 13. Review of the financial statements and consideration of a motion to approve the**  
46 **monthly bills:**

47 *Payment Approval Reports for the period February 26, 2015 through March 30, 2015 as well as*  
48 *a report pertaining to expenditures compared to budget for 2014 were included in the meeting*  
49 *packets, and the Board members jointly reviewed those documents.*

1 A motion was made by Lienau, seconded by Solomon that the monthly bills depicted on the  
2 reports which were included in the meeting packets totaling \$401,557.45 are all approved.  
3 Motion carried – All ayes.

4  
5 **Item No. 4. Consider a motion to adopt a policy clarifying Ordinance No. 208, which**  
6 **establishes a funding source for the Village's share of the Bay Shore Drive Reconstruction**  
7 **Project:**

8 Ordinance No. 208 created a policy which directs that funds realized as the result of the sale of  
9 the Old School Property and the Mill Road properties shall be used as a funding source for the  
10 Line Burial Project.

11  
12 A motion was made Clove, seconded by Zacek that any revenues realized as the result of the  
13 sale of the Mill Road parcel to the D.O.T., the sale of the South Highland Road property, and  
14 the sale of the Old School Property and the Old Ballfield Property, as well as TLE's and fee  
15 simple payments received from the D.O.T., except those payments which are received with  
16 respect to the Braun property transaction, shall be allocated to offset costs related to the Line  
17 Burial Project. Motion carried – All ayes.

18  
19 **Item No. 11. Consider a motion to confirm and appoint President Lienau's nomination of**  
20 **qualified citizens to fill vacancies on Committees, Commissions or Boards for the Village of**  
21 **Sister Bay:**

22 Lienau is recommending that Dan Jungwirth be appointed to serve as an Alternate on the  
23 Marina Committee.

24  
25 A motion was made by Clove, seconded by Baker that the Village Board confirms the  
26 appointment of Dan Jungwirth to serve as an Alternate on the Marina Committee. Motion  
27 carried – All ayes.

28  
29 **Item No. 12. Report on County activities from the County Supervisor, Dave Lienau:**

30 Lienau reported on the following issues:

- 31  
32
  - Work has started on the County's budget for 2016.
  - The County Finance Director and the County Administrator positions have not been

34 filled yet, but applications are being accepted for those positions.

35  
36 **Item No. 14. Report from the Village Administrator on various actions:**

37 Jackson indicated that he didn't have anything further to report.

38  
39 **Committee Reports:**

40 **(1) Administrative Committee:**

41 The Administrative Committee has not met recently.

42  
43 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

44 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.

45  
46 **(3) Communication and Technology Committee:**

47 The Communication and Technology Committee has not met recently.

1     **(4) Door County Coastal Byways Commission:**

2     The Door County Coastal Byways Commission met on February 10, 2015 and March 18,  
3     2015.

4  
5     **(5) DCEDC:**

6     Ron Flittner has been appointed as a new DCEDC Board member. The DCEDC Annual  
7     Meeting will be conducted on April 29, 2015.

8  
9     **(6) Economic Development Committee:**

10    The Economic Development Committee has not met for over a year as most of what was  
11    identified in the Economic Development Plan has been accomplished. It was the  
12    consensus that any formal Committee actions shall be put "on hold" for a while, but a  
13    meeting shall be called in the near future so that the members of the Economic  
14    Development are fully aware that this action will be taken.

15  
16    **(7) Finance Committee:**

17    No action based on the minutes which were included in the meeting packets.

18  
19    **(8) Fire Board and Fire District Exploratory Committee:**

20    No action based on the Fire Board Minutes which were included in the meeting packets.

21  
22    The Fire District Exploratory Committee has not met recently. Further action will be taken  
23    after the April elections.

24  
25    **(9) Historical Society:**

26    The Historical Society Board of Directors met in February and March. Work is ongoing  
27    on gearing up for the upcoming season.

28  
29    **(10) Library Commission:**

30    The Library Commission met in March but those minutes have not been received yet.

31  
32    **(11) Marina Committee and Marina Fest Committee:**

33    The Marina Committee and the Marina Fest Committee have not met recently. A new  
34    Marina Manager has been hired. Nicole Krauel will now serve as the Manager of the Egg  
35    Harbor and Sister Bay Marinas. An Intergovernmental Agreement will be entered into  
36    with Egg Harbor.

37  
38    Work is ongoing on planning for Marina Fest. A Lumberjack Show will be conducted on  
39    the Sunday of Labor Day, so Marina Fest will now be a two day event. The SBAA will be  
40    booking a bigger name act to perform on that evening.

41  
42    **(12) Marketing Committee:**

43    No action based on the minutes which were included in the meeting packets. A 20'  
44    movie screen, projector and speakers will be purchased by the Marketing Committee.  
45    There is a possibility that the equipment will be rented out to other groups and  
46    organizations. Movies will now be displayed in the Village on a regular basis during "the  
47    season". Work is ongoing on the drafting of the Operating Agreement between the  
48    Village and the SBAA.

1   **(13) Parks:**

2       No action based on the minutes which were included in the meeting packets. Ram Rojas  
3       and Ron Myers have approached the Parks Committee about doing a public art project  
4       in the Village. The Village's Municipal Code does not prohibit such activity and the  
5       suggestion has been made that a mural be placed on the north side of the Boathouse.  
6       This matter will be referred to the Marina Committee soon.

7  
8   **(14) Personnel Committee:**

9       No action based on the minutes which were included in the meeting packets.

10  
11   **(15) Plan Commission:**

12       No action based on the minutes which were included in the meeting packets. The  
13       Country Walk Shops did submit a Sign Permit Application and it has been approved.

14  
15   **(16) SBAA:**

16       No action based on the minutes which were included in the meeting packets. Work is  
17       ongoing on the Operating Agreement with the Village.

18  
19   **(17) Teen Center:**

20       The Teen Center Board has not met recently.

21  
22   **(18) Tourism Zone Commission:**

23       No action based on the minutes which were included in the meeting packets. The  
24       question arose as to what tourism zone funds have to be used for, and Zacek responded  
25       that it must be used for marketing. Lienau indicated that he would like to see written  
26       guidelines from the Door County Visitor Bureau regarding this issue.

27  
28   **(19) Utilities – Water, Sewer, and Storm Sewer Committees:**

29       The Utilities – Water, Sewer and Storm Sewer Committees have not met recently.

30  
31   **(20) Administration/Compensation Oversight:**

32       The Administration/Compensation Oversight Committee has not met recently.

33  
34   **(21) Waterfront Oversight**

35       The Waterfront Oversight Committee has not met recently.

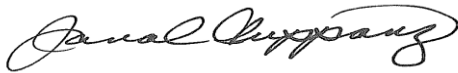
36  
37   **16. Discussion regarding matters to be placed on a future agenda or referred to a committee,**  
38   **official or employee:**

39       *It was the consensus that the Village supports the designation of the Grand Traverse Island*  
40       *National Lakeshore without the addition of any currently owned private land, and Jackson shall*  
41       *send a letter of support to John Bacon.*

42  
43   **Adjournment:**

44       *A motion was made by Enquist, seconded by Baker to adjourn the meeting of the Board of*  
45       *Trustees at 5:34 P.M. Motion carried – All ayes.*

1 Respectfully submitted,

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3 Janal Suppanz,  
4 Assistant Administrator

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